



LOS ANGELES COUNTY COMMISSION ON HIV

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EXECUTIVE COMMITTEE MEETING MINUTES

March 28, 2016

Approved
4/25/2016

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Brad Land, Co-Chair	Ricky Rosales, Co-Chair	Jason Brown	Cheryl Barrit, MPIA
Al Ballesteros, MBA	Mario Pérez, MPH	Edd Cockrell	Carolyn Echols-Watson, MPA
Kevin Donnelly		Bridget Gordon	Dawn McClendon
Michelle Enfield		Katja Nelson	Jane Nachazel
Aaron Fox, MPM			Doris Reed
Grissel Granados, MSW			James Stewart
Anthony Mills, MD			
Juan Rivera			
Kevin Stalter			DHSP STAFF
Terrell Winder			None

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 3/28/2016
- 2) **Minutes:** Executive Committee Minutes, 2/22/2016
- 3) **Report:** Executive Committee; Monday, March 28, 2016; Executive Director's Report; 3/28/2016
- 4) **Questions:** Los Angeles County Commission on HIV, Decision Check Questions, 3/28/2016
- 5) **PowerPoint:** The California Brown Act & Parliamentary Procedure, 3/28/2016
- 6) **Table:** Commission on HIV/DHSP Work Plan, 3/28/2016
- 7) **Table:** Los Angeles Commission on HIV, PY 25 Operational Budget, (March 2015 - February 2016), 3/28/2016
- 8) **Flyer:** Los Angeles County Commission on HIV, Comprehensive HIV Plan (CHP), Community Engagement Workgroup, Listening Sessions, 3/28/2016
- 9) **Letter:** Concurrence with the Los Angeles County HOPWA Advisory Committee (LACHAC) Comments on the Draft Recommended Strategies to Combat Homelessness, 3/21/2016

1. **CALL TO ORDER:** Mr. Land called the meeting to order at 1:01 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 2/22/2016 Executive Committee meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** There were no comments.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):**
 - Mr. Cockrell urged reminding Commission members of the Code of Conduct. He saw presentation interruptions, side discussions and people unduly holding the floor at several recent Commission, Committee and Caucus meetings.
 - Mr. Land noted the Code of Conduct is posted. Commission members can also call out "Point of Order" as needed.

6. DIVISION OF HIV and STD PROGRAMS (DHSP) REPORT:

- Ms. Barrit said Mr. Pérez called to advise he could not attend. He reported he and two or three other DHSP staff attended and took extensive notes to capture comments at the 3/24/2016 hearing by the Assembly Select Committee on Infectious Diseases in High Risk Disadvantaged Communities hosted by Assemblymember Mike Gipson, Chair, on "Getting to Zero."
- DHSP will meet with the Executive Director and Co-Chairs in April to begin discussion on aligning timelines and plans for a more concrete plan to end HIV in the County. At this point, timelines from Los Angeles County, the State and Assemblymember Gipson are all quite different. DHSP and the Commission will work with the State and Assemblymember Gipson to clarify timelines and ensure the County is highlighted in discussion.

7. EXECUTIVE DIRECTOR'S REPORT:

- Ms. Barrit reported initiation of monthly staff meetings. Similar to a case management model, staff discuss all Committees, Caucuses and other bodies to review their needs and how staff might best assist them. Staff also engage in training.
 - Ms. Barrit has been attending all Committee, Caucus, Task Force and Work Group meetings. She has observed where connections were, or were not, made and opportunities for integration. Going forward, an Executive Director's Report will be added to all agendas to facilitate points of connection. This meeting's Report was in the packet.
 - The Decision Check Questions, also in the packet, were developed by staff to help focus meetings to ensure the process is transparent, avoids appearances of conflict of interest and remains within the Commission's authority.
 - They have been presented to Public Policy and Operations and will be presented to all Committees, Caucuses, Task Forces and Work Groups for review in April, e.g., Operations suggested adding a question to clarify conflict of interest disclosure. They can also be customized for each group's work. Formal Executive approval is planned in May.
 - She has also reviewed the past two Annual Meetings and Executive Committee strategic planning work with the ASPIRE Group led by Diane Burbie. The feedback from those meetings reflects what she hears now and is valuable.
 - An actual strategic plan was never developed, but the feedback can be used to draft a Strategic Plan Framework and coordinated/integrated Work Plans to move the process forward. She recommended presenting the draft Framework and Work Plans to Committees, Caucuses, Task Forces and Work Groups in April-May; and the Commission in June-July.
- ➡ Forward Decision Check Question feedback to Ms. Barrit.

A. Leadership Training:

- (1) Ralph D. Brown Act Refresher:** Ms. Barrit noted Mr. Stewart's PowerPoint presentation was the next in the series of planned leadership trainings. It addressed the Brown Act and its application to the Commission including applicability to various bodies, meeting definitions and notice, public testimony, voting, minutes and documents. The PowerPoint is available on the Commission's website.

B. Commission/DHSP 2016 Work Plan:

- Ms. Barrit noted Work Plan timelines are being met. Reviving Assessment of the Administrative Mechanism (AAM) work has been added and she reviewed the draft Request For Proposals (RFP) approved last year and DHSP comments.
- She reviewed a timeline with Operations, the lead body, to release the RFP with updated dates in June or July. The goal was to review proposals in August in order to hire a consultant and launch the AAM in September 2016.

C. PY 25 Operational Budget:

- Ms. Barrit presented the final baseline PY 25 Budget including the Ryan White, Net County Cost and Centers for Disease Control and Prevention allocations. The Budget was developed by Commission staff in collaboration with Dave Young, DHSP, a process that ensures accurate tracking as well as coordination of adjustments as needed during the year.
- The PY 25 Budget year ended 2/29/2016. Normally the baseline Budget is approved early in the year, but it was not. Once approved, the Commission has 30 days to close it out. The Budget will then return to Executive for final approval.
- Ms. Barrit reported the Commission has not yet received the final Health Resources and Services Administration (HRSA) guidance on the PY 26 Budget nor specific allocations. The Commission will meet with DHSP as soon as HRSA PY 26 information is available to review the scope of the Commission's performance, expenditures from PY 24 and 25, and anticipation of additional expenditures based on the PY 26 work plan.

➡ Ms. Barrit will present the final closed out PY 25 Operational Budget for approval as soon as data is available.

MOTION #3: Approve the baseline Commission PY 25 Operational Budget, as presented (***Passed by Consensus***).

D. COI Form 700 Reminder: The Executive Office distributed the Form by email. Prompt return was advised to avert fines.

8. CO-CHAIRS' REPORT:

- A. 2016 Ryan White All Grantees Conference:** Mr. Land reported HRSA has requested leadership to attend so the Commission Co-Chairs and Ms. Barrit will attend in addition to one unaffiliated consumer. The Commission Policy/Procedure on attendance at conferences and the related application form will be in the April Commission packet for interested members.
- B. Committee Reassignments**
- The Commission Co-Chairs and Ms. Barrit met three weeks ago to discuss overall inclusiveness and reflectiveness of the Committees. Approximately nine Commission members were moved to new Committees.
 - Moves were discussed with affected members and they all agreed. Some members had requested moves which were accommodated as well as possible. Committees will become more balanced as members adjust to their new schedules.
- C. Membership Update:**
- ➡ Delete this item on the Executive Committee Agenda, but retain on the Commission agenda.

9. INTEGRATION ADVISORY BOARD (IAB) REPORT:

- Mr. Fox said the IAB met 3/23/2016. One member previously drafted a two-page overview of concerns for the IAB's first report to the Board of Supervisors due at the end of March. Members had offered input to the IAB Co-Chairs and the writer. The last meeting continued work on the draft. Bi-annual reports are required for two years and others may be offered.
- There was general consensus reflected in the draft report that the IAB has not yet been given sufficient information by the County in order to effectively address its charge to evaluate the progress of integration. For example, the County has identified strategic goals to achieve through integration, but the IAB has not had presentations on all the goals.
- The report also addresses HIV, health disparities, community and population health, and Social Determinants of Health.
- Dr. Alexander Li, Deputy Director, Care Transitions, Department of Health Services (DHS), has been appointed integration liaison working with Dr. Mitchell Katz and the three departments. He will attend IAB meetings to provide insights on the integration process and answer questions, e.g., how a presenter's department will coordinate with another on an issue.
- The next meeting will be 4/20/2016, Hall of Administration, Room 140. Dr. Katz is expected to address overall integration progress, provide feedback on the IAB's first report and answer questions.
- Ms. Gordon noted a lack of vision for the Health Agency, e.g., will there be three siloed departments reporting into the Health Agency, will services meet County needs and be effectively measured? Mr. Fox added one of IAB's concerns is a lack of baseline data to evaluate whether referrals among the three departments increase. The departments may not have data.
- Mr. Ballesteros felt the group was composed of people from such diverse backgrounds that consensus was difficult and not always focused on health service delivery aspects which are paramount. Those with service backgrounds do weigh in more.
- ➡ Mr. Brown was nominated for the IAB consumer vacancy. Nominations were opened at the March Commission meeting.

10. STANDING COMMITTEE REPORTS:

A. Planning, Priorities and Allocations (PP&A) Committee:

(1) Medical Care Coordination (MCC) Program Expansion:

- Ms. Barrit reported meeting with Co-Chairs to develop talking points to advocate for the expansion approved at the last Commission. She will meet with each Health Deputy on 4/13/2016 to provide a short introduction to the subject. She had already spoken with Elan Schultz, Senior Health Deputy for Supervisor Sheila Kuehl, and Richard Espinoza, Health Deputy for Supervisor Don Knabe. She has also sent a formal memorandum to the Executive Office on the motion. Response has been supportive and Mr. Schultz even suggested thinking broader.
- Mr. Ballesteros said PP&A has preliminary numbers and will review allocations once the grant is received.
- Dr. Mills and Ms. Nelson have begun discussing the topic, as community members, with the Health Deputies. Only the Commission Co-Chairs and Executive Director can speak on behalf of the Commission at any time unless specifically delegated to do so. That has not been done on this topic as yet pending strategy development.
- PP&A will also review strategy with DHSP regarding other potential investments for the next 18 to 24 months.
- ➡ Commission members choosing to advocate as community members for the expansion will advise Ms. Barrit of their activities to ensure she is aware of questions or issues raised.

(2) Comprehensive HIV Plan (CHP) Task Force:

- (a) Task Force and Work Groups Update:** There were no updates.
- (i) Listening Sessions:** Listening sessions are proceeding as scheduled. The flyer was in the packet.
 - (ii) 4/29/2016 Data Summit:** There was no report.

B. Standards and Best Practices (SBP) Committee:

- Ms. Granados noted SBP has not met quorum for the last two meetings partly due to members who have not attended for several months. One Co-Chair seat also remains open, but Dr. Cadden was joining SBP and may accept the seat.
- SBP reviewed previous Commission service effectiveness evaluation efforts. It will be considering other DHSP data sets and other data sources that might be utilized to create score cards.

(1) Prevention Standards:

- Ms. Granados said a Prevention Work Group was initiated to compensate for the lack of sufficient prevention voices among SBP members to inform prevention-specific standards.
- The Continuum of Care was just approved a few months ago, but the Work Group felt it was too complex both for Commission members to explain and community members to understand. The Work Group was reviewing other models nationwide that are both simpler and enhance the prevention aspect.
- Following that, the Work Group will review current Commission Standards of Care (SOCs) pertaining to how they cover both prevention and care services as well as what prevention SOCs may need to be developed. For example, there is national guidance on how to prescribe PrEP, but there is no County SOC on providing navigation services.

(2) Special Populations Guidelines: Transgender, Women, Youth and Post-Incarcerated:

- Mr. Cockrell asked if SBP was considering the definition of youth, e.g., 13 to 24 or 13 to 29. Ms. Granados said SBP has not yet discussed it, but nationally the definition was expanding towards 29 which Mr. Pérez supports.
- The topic will be addressed for the Youth Special Population Guidelines. The population is increasingly being viewed as "youth and young adults," most likely with developmental markers for those 18 to 24 and 25 to 29.

C. Operations Committee:

(1) Membership Management:

- Mr. Staler reported four applicants would be interviewed the next week. Concurrently, the six or seven Commission members who have not returned their Surveys are being contacted so seats can be adjusted.
- Operations also reviewed the current draft Policy/Procedure on attendance. It refers to unexcused or excused absences with a maximum of six per year. "Excused" was revised to "notified." Operations also decided to work towards a maximum of four Commission or Committee meetings rather than six.
- Operations previously received a quarterly attendance report from Nicole Werner which allowed identifying attendance issues and engaging in outreach to help keep people at the table. Ms. Barrit added she and Ms. McClendon have discussed the report and will re-initiate it starting with the slate appointed in June 2015.
- Ms. Barrit was also developing a welcome packet for new Commission members to help them engage.
- Ms. Granados asked if quorum can be lowered to address members who are on leave of absence. Ms. Barrit replied the Commission Co-Chairs and Executive Director can make membership adjustments as needed.
- Mr. Land noted Committees are designed to be balanced so member/alternate engagement efforts are important. Ms. Granados pointed out Committees may be reflective on paper, but not in practice, if members do not attend.
- Mr. Fox added he would no longer call meetings to order if quorum was not met because it was not fair to members, the public or staff. This is a volunteer body so members should resign if they do not want to attend.
- Per the Bylaws, "A Commissioner or alternate can be removed or replaced by the Board of Supervisors (BOS) for failing to meet attendance requirements and for other reasons determined by the BOS. The Executive Director may vacate a seat after six months of consecutive absences if the member's term is expired or during the term if a member has moved out of the jurisdiction and/or no longer meets the qualifications of that seat."
- Ms. Barrit added attendance, training and any plan of corrective action need to be documented in writing before she can go to the BOS to request the BOS to remove or replace a Commissioner or alternate.
- Mr. Land suggested Committee Co-Chairs call their members to encourage attendance and assess issues. Ms. Barrit added she has a "reach out and touch someone" list and will be following up in the next few days.

(2) Policies and Procedures:

- Operations was also revising the Policy/Procedure, application and related materials for the open nominations process. Materials will be finalized in April for Commission approval in May and launch of open nominations.
- The approved Policy/Procedure on representation at conferences and other meetings was also reviewed.

D. Public Policy Committee: Will Watts, Esq. was nominated for the second Co-Chair seat. Nominations remain open.

(1) 2016 Proposed Legislative Agenda:

- Mr. Fox reported the last meeting did not meet quorum, but the body reviewed a proposed Legislative Agenda Docket. Since then, four bills have received a number or actual language and been assigned a committee hearing so those will be added for a Docket of approximately 25 bills.
- Recommended positions for several bills will be watch rather than support or oppose. Some bills address health equity issues such as gender bias within the health care system, discrimination or consumer advocacy.
- ➡ Public Policy will vote on the Docket at its next meeting and then forward it to Executive, assuming quorum.

(2) Housing Initiative:

- Mr. Fox noted the motion approved by the Commission on 3/10/2015 to support recommendations outlined in the Los Angeles County HOPWA Advisory Committee (LACHAC) letter to the County regarding strategies to combat homelessness. The letter generated by the motion was in the packet.
- Contact has also been initiated with the office of Senate President Pro Tempore Kevin De León who represents a significant part of the County to request information on the State housing framework.
- Mr. Fox would be in Sacramento for the 4/5/2016 Assembly Health Committee hearing which will address many bills on the Docket. He will also speak with budget staff and address housing.

11. CAUCUS REPORTS:

A. Consumer Caucus:

- Mr. Donnelly reported 15 people attended the Caucus after the 3/10/2016 Commission meeting. Racial disparities and the rise in Sexually Transmitted Illnesses (STI) was discussed including stigma, fear of testing sites and talking about sex.
- Ms. Granados asked if the Caucus had recommendations to improve the STI testing environment that might inform eventual standards. Mr. Land suggested drafting some questions that could be used to elicit Caucus input.
- Ms. Barrit provided a report on Parity, Inclusion and Reflectiveness (PIR), and calling out tokenism when it occurs.
- The Caucus will be on hiatus when the Commission holds its upcoming all-day meetings.

B. People of Color Caucus: Ms. Barrit reported the Caucus met and identified goals and objectives, in particular PIR. The Caucus will be reviewing PIR training and skills development, recruitment, retention and engagement of members.

C. Transgender Caucus:

- Ms. Barrit reported the Caucus was working with SBP to prepare for the Transgender Special Population Guidelines.
- She will be meeting with Michelle Enfield and Maria Roman, Co-Chairs, to refocus on goals and objectives, in particular the top three. They have focused in the past on the Trans Summit, but have not identified its strategic intent and outcomes to ensure work is aligned with the CHP Task Force, SBP and other Committees.

D. Youth Caucus: Ms. Granados reported the Caucus continued to work on the April colloquium. It requested one hour and 10 minutes, if possible, to ensure time for the housing presentation by a UCLA representative and the youth expert panel

E. Women's Caucus:

- Ms. Barrit reported Ms. Gordon and Yolanda Selenas were elected Co-Chairs at the last meeting. She will be meeting with them to address training and Co-Chair responsibilities.
- The first goal is to convene a meeting with the Los Angeles HIV Women's Task Force and the Los Angeles HIV Women's Collaborative in order to discuss alignment of efforts using the collective impact model to frame work together.

12. NEXT STEPS: Action items and motions were reviewed.

13. ANNOUNCEMENTS: There were no announcements.

14. ADJOURNMENT: The meeting adjourned at 3:05 pm.